

## **Steps for Obtaining a Certificate of Appropriateness**

### **Step 1**

File an application with the Historic Preservation Planner (located in the Planning Division at 191 Lawrence Street, Marietta).

Include all submittal criteria.

### **Step 2**

Upon submission, a hearing date will be given to the applicant. The date and time will be the second Monday of the current or coming month at 6:00 p.m.

The applicant will be supplied with a sign which shall be posted on or near the right-of-way of the nearest public street. This sign must be visible from the street.

The sign must be posted for at least 10 days before the hearing.

### **Step 3**

Attend the hearing. At the hearing, the Historic Preservation Commission will review the application and advise the applicant of its findings.

If approved, you are issued a COA and can begin your project. Please note that all other county codes, ordinances, rules and regulations must still be followed.

If not approved, you must resubmit your project and make changes to bring it into compliance with guidelines.

## Obtaining a Certificate of Appropriateness

If you live in a home listed on the Cobb County Register of Historic Places (CCRHP) or in a home within the boundaries of one of the two locally designated historic districts (the Concord Covered Bridge District or the Clarkdale Mill Village Historic District) you must obtain a Certificate of Appropriateness (COA) to make changes to your property. Here are some frequently asked questions about historic resources and COA's.

### **WHAT IS A LOCALLY DESIGNATED**

#### **HISTORIC STRUCTURE OR DISTRICT?**

A locally designated historic structure or district is recognized by its local government as a valuable local historic resource. In unincorporated Cobb County, locally designated properties are listed on the Cobb County Register of Historic Places (CCRHP).

### **HOW DID MY PROPERTY END UP AS**

**"HISTORIC?"** At some point in the past, you, a former owner, or your neighborhood (if you are in a district), with aid from Cobb County staff, applied to be listed on the CCHRP. The Cobb County Board of Commissioners accepted this application and your property was added to the CCHRP.

### **EXACTLY WHAT KIND OF REGULATIONS**

**ARE IN PLACE IN MY COMMUNITY?** Your structure's additional regulations are much like subdivision covenants and outline acceptable

changes to properties within the district. Unless you are located within the Historic Clarkdale Mill Village (which has specific design guidelines), you follow the criteria outlined in Cobb County Code Section 66-81-96.

### **WHAT KIND OF CHANGES REQUIRE**

**APPROVAL?** Projects involving "material changes" require approval.

### **WHAT ARE SOME EXAMPLES OF MATERIAL**

**CHANGES?** Roof, foundation, siding, porch, window, entrance/door, architectural detail, sidewalk, driveway and fence/wall changes or additions are considered material changes. Routine maintenance (pressure washing, etc.) does not require special action.

### **WHAT IS THE PROCEDURE FOR GETTING**

**APPROVAL?** A Certificate of Appropriateness (COA) is required for any material change.

### **WHO GRANTS THIS COA?**

The Cobb County Historic Preservation Commission (HPC) decides if projects follow established guidelines in one of their monthly meetings.

### **WHAT HAPPENS IF I DON'T LIKE THE HPC'S**

**DECISION?** An appeal process is available for rejected applications. This process is utilized when the application was not granted though the project did indeed meet design criteria.

### **HOW IS BEING LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES (NRHP)**

#### **DIFFERENT FROM BEING ON THE CCRHP?**

Being listed on the NRHP, though required for certain federal tax benefits, is chiefly a recognition program and does not offer design guidelines on its properties. Residents of CCRHP-listed properties, however, have chosen to be regulated by additional guidelines

to keep their community's historic character intact

**WHAT ARE THE BENEFITS OF LIVING IN A  
LOCALLY DESIGNATED HISTORIC  
DISTRICT?**

In addition to property values generally increasing due to upkeep of the community's sense of place, Cobb County also offers a special tax abatement program for residents of National Register-listed and locally designated historic districts or sites.

**HOW DOES THIS TAX PROGRAM WORK?**

Generally speaking, county property taxes are frozen at the current value for ten years for qualifying residents. For more information, contact the county's Historic Preservation Planner.

*Please see the next page for the specific COA process.*

## SUBMITTAL CRITERIA

Criteria listed below comprise the minimum material necessary for review. It should be pointed out that it is in the interest of the applicant and the Cobb County Historic Preservation Commission, that a clear descriptive submittal be received. Therefore, any data exceeding the listed minimum criteria that would further explain the application should be included to expedite the review. Insufficient information will result in a delay in docketing the application for review.

1. Remodeling and Addition:
  - a. Elevation drawing indicating proposed alterations. Minimum scale: 1/4" = 1'0". Architectural rendering preferred.
  - b. Exterior material description including door and window design. Include manufacturers catalog data if applicable.
  - c. Site plan showing dimensions of lot and location of existing building on lot, location of additions, dimensions of existing structure and additions. (Show use of addition and location of windows and doors if applicable.)
  - d. Photograph or slide of existing conditions from all elevations.
  - e. Historic photographs should accompany any request to return a structure to an earlier historic appearance.
2. Changes in Materials:
  - a. Written description of areas involved.
  - b. Color photographs of areas involved and surrounding structures if applicable.
  - c. Sample of materials involved.
3. Fences:
  - a. Site plan showing location of fence.
  - b. Sketch or photograph showing design of fence, material and height.
  - c. Photograph or slide of area to be fenced and adjacent structure.
4. Awnings:
  - a. Photo or slide of elevation on which awning is to be placed.
  - b. Drawing indicating material, color and method of attachment. Include a front and side view. Indicate how awning impacts any existing architectural features, same of color.
5. Demolition:
  - a. Document that a building classified as historic is incapable of earning an economic return on its value, as appraised by a qualified real estate appraiser.
6. Relocation:
  - a. Photograph or slide of existing structure on existing site.
  - b. Photograph or slide of proposed site and map of location.

- c. Reasons for request to move structure.
7. Parking Areas:
- a. Site plan showing layout – number of spaces, dimensions, location of screening.
  - b. Indicate height, design and materials of walls and fences; indicate type of vegetation.  
Include material samples if applicable.
  - c. Surface material.
8. New Buildings:
- a. Elevation drawings, minimum scale: 1/4" = 1'0", showing all sides and dimensions. Elevation drawings in scale showing relationship to structures immediately adjacent.
  - b. Photograph or slide of proposed site and adjoining properties.
  - c. Site plan showing building foot print, and location of off-street parking. Include number of spaces, surface material, screening and all other information required under Parking Areas.
  - d. Floor plan showing setbacks and other exterior features such as steps, door swings, windows and texture samples.
  - e. Material list including door and window styles and texture samples.
  - f. A scale model indicating significant detail.
9. Change in Exterior Environmental Features:
- a. Grading plan affecting historic features.
  - b. Drawing showing existing elevation compared with proposed elevation.
  - c. Landscaping plan.
10. General Requirements:
- a. Location/address of work to be done.
  - b. Zoning classification.
  - c. Proposed starting date of work.
  - d. Applicant must continuously post property with office sign ten days prior to hearing. Failure to post sign will result in delay in hearing the application until sufficient notice is given.
  - e. Projected undue economic hardship which would result from denial of the Certificate of Appropriateness.

To be placed on the agenda, the application must be complete, accepted by the Cobb Historic Preservation Planner and assigned a docketing number by the Planner. If all of the information is not provided by the applicant that would be necessary for the CCHPC to render a decision on the application, the application may be delayed until the next regularly scheduled meeting. It is imperative that all the necessary materials, drawings, etc. listed above be available for consideration by the CCHPC.

**APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS  
Cobb County Historic Preservation Commission**

1. Name of Applicant: \_\_\_\_\_  
You or your representative must be present at the meeting of the Commission.  
You will be notified of the time, date and location of the meeting.  
Mailing Address: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Relationship of Applicant to Property Owner: Owner ( ) Architect ( )  
Contractor ( )  
Other ( ) Please Specify: \_\_\_\_\_

For HPP Use Only Case No. _____ Date Filed: _____ Time Files: _____
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2. Address of Property:  
Location: District \_\_\_\_\_ Land Lot(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_

\_\_\_\_\_ If property is within a Cobb County Historic District, please name district:  
\_\_\_\_\_

3. Nature of Proposed Work:  
( ) New Construction ( ) Moving a Building  
( ) Demolition ( ) Sign Erection or  
Placement  
( ) Awnings ( ) Repairs or Alterations  
( ) Fence ( ) Exterior Architectural  
Features  
( ) Exterior Environmental Feature Change ( ) Landscaping  
( ) Other

Please describe your proposed work as simply and accurately as possible. Use the attached submittal criteria checklist to guide you in your description. Be sure to indicate and/or provide sample(s) of material(s) to be used such as dimensions of structure, property, etc. Accurate drawings and photographs are required. (Use extra sheet, if necessary.)

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Important: This form must be completed before the Historic Preservation Commission can consider the approval of any material change to a property or structure listed on the Cobb County Register of Historic Places. This form, along with supporting documents, must be filed with nine (9) copies (excluding models

material/color samples and photos, where one (1) is sufficient) to the Historic Preservation Planner or his/her designee, Cobb County Community Development Agency, Planning Division, 191 Lawrence Street, Marietta, GA, 30060. Application packages must be submitted at least five (5) business days prior to the HPC hearing.

All applicable items from the attached checklist of Submittal Criteria must be addressed. The Historic Preservation Commission will not docket incomplete applications for consideration.

For further information, you are encouraged to contact the Historic Preservation Planner at 770.528.2010 or [mandy.elliott@cobbcounty.org](mailto:mandy.elliott@cobbcounty.org).

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Signature of Applicant

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Date